

DanChurchAid (DCA) is looking for a Student Assistant in Finance

The Finance Unit is overall responsible for the financial management of DCA's operations. The main mandate of the unit is bookkeeping, internal control, quality assurance of budgets and financial reports, capacity building of colleagues and partner organisations' staff, and maintenance and development of financial tools and manuals.

As a student assistant, you will be supporting the Finance Unit with the following tasks:

- Update of the employee data baseregistration of new employeesextension of contractscalculation and update of hourly rates
- Follow-up on timesheets overdue
- Reallocation of timesheets booked
- Registration of maternity leave and other long-term absence
- Reporting on timesheets related matters
- Ad hoc assignments in relation to the above, which can include facilitation and coordination of webinars or meetings with DCA's country offices and assist in production of written material related to time registration.

As a student assistant, we expect you to:

- have an interest in working with administrative tasks in a non-governmental organization active in development and humanitarian response,
- be able to work both independently and as part of a team in a constructive and positive way,
- be open-minded, proactive, and flexible towards different task and challenges assigned to you,
- be fluent in spoken and written English, be fluent in Danish being an asset,
- be enrolled in a relevant study program that provides you with the competences and abilities that enable you to take on the above tasks,
- have abilities for working in Excel, Word, Outlook, and other applications at intermediate level,
- have the right to work in Denmark.

We offer you:

- a chance to work independently in one of Denmark's largest NGOs, based in DCA headquarters centrally located in Copenhagen and with offices in 20 countries worldwide.
- +/- 15 hours of work per week (preferably spread over 2-3 days per week, ideally non-consecutive, with some flexibility)

Conditions:

- duty station at DCA HQ in Copenhagen,
- salary and conditions in accordance with the collective agreement between DCA and HK,
- ideally you will be able to begin on **1st September 2026** and will be available **for 12 months**.

Your application must be done through our recruitment system no later than **10th August 2026**. For further information you are welcome to contact Tanguy De Hertogh, Acting Head of Unit tdhe@dca.dk.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.